

Retention and Classification Report

Agency: Nibley (Utah) (696)

Nibley City Hall
625 West 3200 South
Nibley, UT 84321
435 752-0431

Records Officer David Zook

23562	Council minutes
23607	Ordinances
28758	Subdivision plat maps

AGENCY: Nibley (Utah)

SERIES: 23562

3

TITLE: Council minutes

DATES: 1936-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). Also includes some minutes of the Planning and Zoning Commission and Board of Adjustment.

RETENTION:

Retain in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 02/05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Nibley (Utah)

SERIES: 23562

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Nibley (Utah)

SERIES: 23607

3

TITLE: Ordinances

DATES: 1936-

ARRANGEMENT: Chronological by date.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain 100 years

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 02/28/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Nibley (Utah)

SERIES: 23607

TITLE: Ordinances

(continued)

authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Nibley (Utah)

SERIES: 28758

3

TITLE: Subdivision plat maps

DATES: 1970-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

Final Plat maps of Subdivisions

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 8.

AUTHORIZED: 10/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have historical value because they document the creation and history of subdivisions in the municipality. These records also document legal ownership of subdivided lands.

PRIMARY CLASSIFICATION:

Public